

QMP Proxy Guide

A Qualified Medical Provider (QMP) may now designate up to three staff members to have modified access to the EVS system for the purpose of entering patient certifications. The QMP proxy role does not have access to view or modify the QMP registration information. Adding a QMP proxy requires action from the QMP account and from the QMP proxy account.

A QMP proxy application costs \$30.00 and is good for two years.

Contents of this Guide

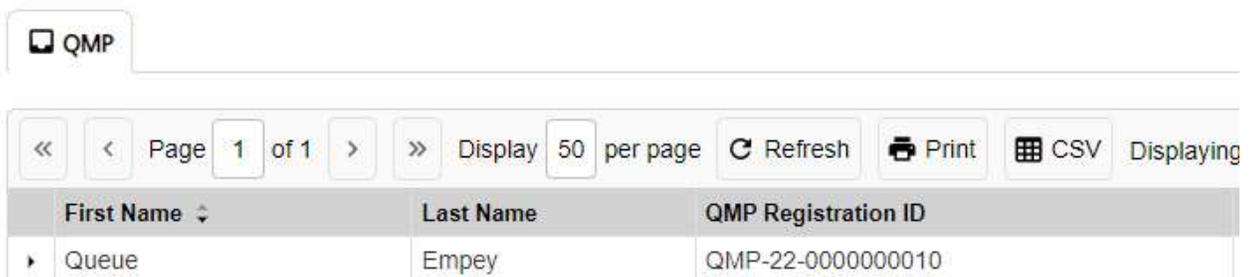
Instructions for QMP to add proxies to the QMP account:	1
Instructions for QMP Proxy.....	2
Existing EVS Users.....	7
Entering a certification as an active QMP Proxy	8

Instructions for QMP to add proxies to the QMP account:

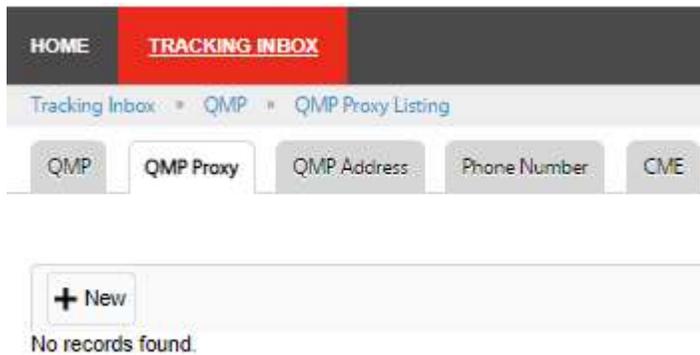
1. Access the account in the EVS by hovering over the Tracking Inbox and selecting **QMP**.



2. Click your name in the QMP listing.



3. Click on the **QMP Proxy** tab.



4. Click **+ New** to add a QMP proxy record.

A screenshot of the 'QMP Proxy' registration form. The form includes fields for 'First Name', 'Last Name', 'Last 4 of SSN', 'DOB', 'Begin Date', and 'End Date'. Each field has a red 'R' icon to its right. The 'DOB' and 'Begin Date' fields include a calendar icon and the format '(mm/dd/yyyy)'. Below the 'End Date' field, there is a note: 'Only enter an end date when you are ready to terminate the proxy relationship.' A blue 'Save' button is located at the bottom of the form.

5. Enter the First name, Last name, Last 4 of SSN, DOB and a Begin Date for your desired QMP proxy. This must be entered correctly for the system to link the QMP proxy record. Do not enter an end date unless you no longer want this employee to serve as a QMP proxy. Click **Save**.

Instructions for QMP Proxy

If you are a brand-new user in the EVS, follow these steps to create a new registration.

(If you already have an EVS Account as a patient, caregiver, or other role, do not create a new account. Click [here](#) to proceed if you're an existing user.)

1. You will need a username and password with Utah-ID to access the EVS system. If you do not have one, you can create this at id.utah.gov
2. Access the EVS system at evs.utah.gov
3. Click **QMP registration**:



Utah Department of Health & Human Services
Medical Cannabis Electronic Verification System
Case Management Development Platform

Username

Password

Sign In

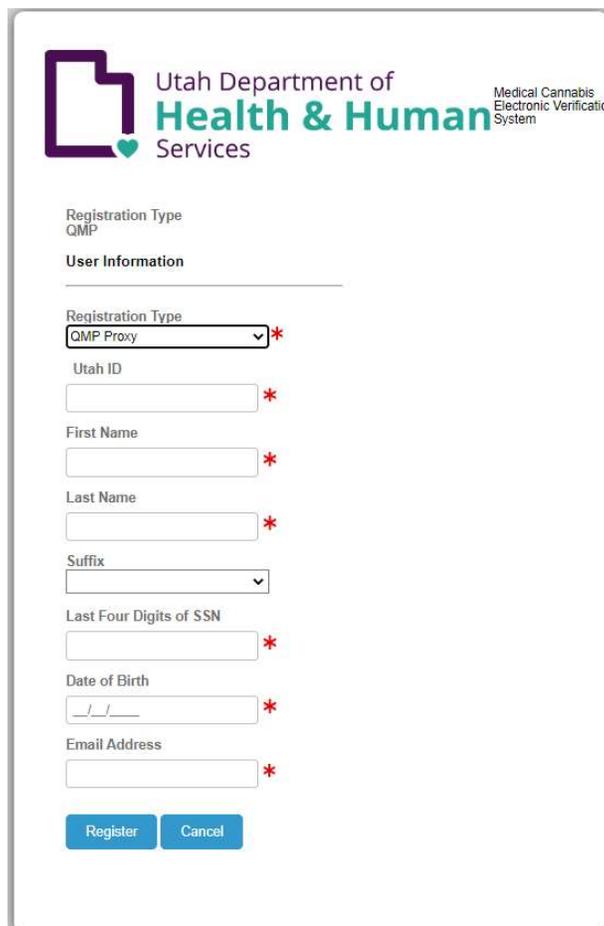
Reset Password

Patient Registration

QMP Registration

Caregiver Registration

4. Select Registration Type “QMP Proxy” and complete the remainder of the registration page. Click **Register**.



Utah Department of Health & Human Services
Medical Cannabis Electronic Verification System

Registration Type
QMP

User Information

Registration Type
QMP Proxy *

Utah ID
 *

First Name
 *

Last Name
 *

Suffix
 *

Last Four Digits of SSN
 *

Date of Birth
 *

Email Address
 *

Register Cancel

5. From the EVS home screen, hover over the Tracking Inbox and select **QMP**.



6. **Click your name** in the QMP listing. The QMP page with the New Application form appears.
 - a. Some fields are pre-populated.
 - b. Fill out the rest of the form.
 - c. Do not enter information in the Registration Information (official use) section.
 - d. For the address and phone number sections, click the blue links to add the required information.

QMP Designate QMP QMP Address Phone Number Payment Notes Corrected Documentation Change of Information

Please complete the following fields to begin your QMP registration. Once you are done, click Save and Submit.

Registration Information (Official Use)

Utah ID: crestedgeck
 Registration Type: QMP Proxy
 QMP Proxy Registration ID: QMP-21-0000000022
 Registration State: Initial Application
 Status: Draft
 Effective Date:
 Expiration Date:

QMP Proxy Information

First Name: Roland
 Last Name: Geck
 Suffix:
 Title:
 Last 4 Digits of SSN: 1225
 Date of Birth: 12/25/1974
 Gender:
 Email Address:
 QMP Proxy PIN:

Addresses

Type	Status	Address	City
No data available in table			

QMP Proxy Proof of Identity

State of ID: Utah
 State ID Type:
 ID Number:
 ID Issue Date: / / (mm/dd/yyyy)
 ID Expiration Date: / / (mm/dd/yyyy)

Designate QMP

First Name	Last Name	Active
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

[+ New Designate QMP Record](#)

QMP Proxy Acknowledgement

I understand that the Utah Department of Health (UDOH) may revoke the registration of a qualified me
 I certify that I have received training from my QMP and that I am competent to complete EVS work on
 I additionally certify that I have been given actual Notice, and understand that notwithstanding the Uta
 Qualified Medical Provider Acknowledgement

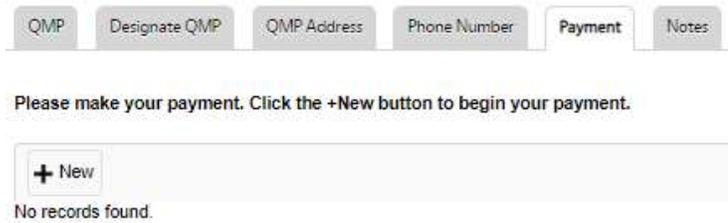
7. The **Designate QMP** section is where you will indicate the provider with whom you wish to affiliate. Proxies can designate more than one provider in the Designate QMP section if they assist multiple providers. Click **+ New Designate QMP Record** to add the required information.

In this form you must enter the QMP’s Utah Professional License number exactly as it is displayed in the QMP record, with the dash and the suffix. Example: XXXXXXX-4405. **If the license does not match exactly, or if the QMP has not added you as a proxy in their EVS record, you will get an error message:**

8. When the license is entered correctly the system will populate the QMP first name, last name, and email address. Please click **“active”** to enable this connection, and then click **save**.
9. When all application information is complete including the QMP Proxy acknowledgement, click **“Save and Submit Registration.”**
10. Your status (displayed in the Registration Information section) will now read **“Awaiting Payment.”**

Registration Information (Official Use)	
Utah ID	crestedgeck
Registration Type	QMP Proxy
QMP Proxy Registration ID	QMP-21-000000022
Registration State	Initial Application
Status	Awaiting Payment
Effective Date	
Expiration Date	

11. Click on the **Payment** tab and click **+ New** to begin your payment.



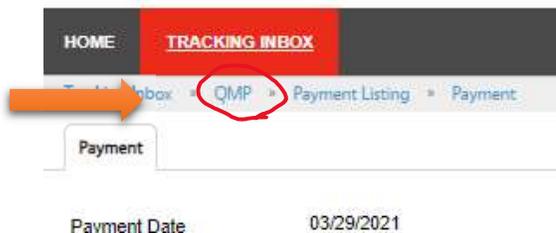
12. Ensure that your browser's pop-up blockers are off before proceeding with payment. Click the blue "Click Here to Pay" button.



13. Enter the credit card information on the Utah.gov GOVPAY window. Click the green **CONTINUE** button at the bottom. On the next page, verify the information and click the green **YES** if everything is correct.

14. Click **CONTINUE** to return to your payment details.

15. Using the blue link in the breadcrumb trail, click on **QMP** to navigate back to your registration page.



16. Your status in Registration Information (Official Use) will now read "**Awaiting State Review.**" Your application has been submitted and is now awaiting state review. Please allow up to 15 business days for your application to be reviewed. You will be notified of the approval decision via email.

Existing EVS Users

If you already have access to the EVS in the role of patient, caregiver, or agent, you can add the QMP proxy role to your EVS account. Log into the EVS and from the home page, click the Blue “**Update Registration Roles**” link

I Want To...

- [Update Registration Roles](#)

On the next page you'll select your new role **QMP Proxy** from the drop-down list

Proxy Patient Add Roles To Your Registration.

Your current roles are:

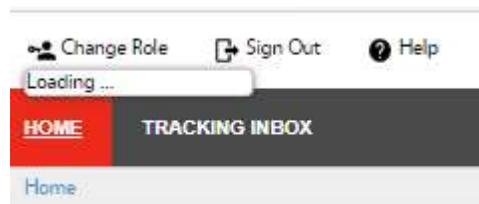
- Patient

ATTENTION: Only use this tool if you are adding a role (i.e., you are a patient and want to also be a caregiver). To complete your application, hover over Tracking Inbox and select the role you are currently assigned.

To add role, select a role in the drop down list.

[Add Role](#)

Sign out of your EVS account and sign back in. You now have a new option at the top of the screen which allows you to change roles.



Click **Change Role** and select your QMP Proxy role, then click “**Set.**”

✔ Your role has been changed.

Role	Description
<input checked="" type="radio"/> Patient	Medical cannabis patient.
<input type="radio"/> QMP Proxy	QMP Proxy

[Set](#)

Your current role displays in parentheses next to your user ID on the top right of the screen.



Now you can follow the instructions above starting with [Step #5](#).

Entering a certification as an active QMP Proxy

1. Log into your EVS account. From your Enhanced inbox located on the home page, you'll be able to see all the QMPs who have granted you proxy access. **Click on the desired QMP's name** .



The screenshot shows the 'Enhanced Inbox' section. It includes two dropdown menus: 'Inbox Group Selection' set to 'QMP' and 'Inbox Selection' set to 'Designated QMP (1)'. Below these is a table with one entry for 'Shawn' under the 'First Name' column. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

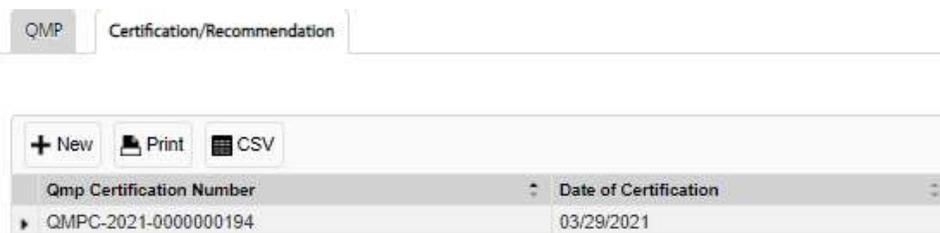
This will display an abbreviated listing of your QMP's registration information. If you have access to more than one provider, this will allow you to reconfirm that you have selected the correct provider.



The screenshot shows the 'TRACKING INBOX' page with a breadcrumb 'Tracking Inbox > QMP'. There are two tabs: 'QMP' and 'Certification/Recommendation'. Below the tabs, the following information is displayed:

First Name	Shawn
Last Name	Spencer
QMP Registration ID	QMP-21-0000000017

2. Click on the **Certification/Recommendation** tab and click **+New** to enter a new patient certification.



The screenshot shows the 'Certification/Recommendation' page. It has a '+ New' button, a 'Print' button, and a 'CSV' button. Below these is a table with two columns: 'Qmp Certification Number' and 'Date of Certification'.

Qmp Certification Number	Date of Certification
QMP-2021-0000000194	03/29/2021

The instructions for the certification process are the same as when the QMP enters the certification. Please refer to our [recommendation user guides](#) for Initial Recommendations and Renewals.